

# TRA DESK AID

## PROGRAM OVERVIEW

### PETITION

- Generated by the Dept. of Labor
- Indicates that company is certified and inclusive dates of the certification
- TRA Unit sends information packet to workers covered under petition
  - ❖ Information packet includes: cover letter; participant handout; request for determination; HCTC letter; ATAA fact sheet (if applicable)

### REQUEST FOR DETERMINATION (FORM #855)

- Generates the entitlement (Form 57)
- BE SURE to include social security number
- Answer all questions as thoroughly as possible

### ENTITLEMENT (FORM #57)

- Eligibility determined by TRA Unit
- Indicates eligibility for TAA and TRA benefits
- Can be entitled to TAA and not entitled to TRA benefits
- Shows 2 year Basic TRA time period and weekly/total Basic TRA amounts
- Highlights 8/16 week TRA enrollment deadlines and importance of waiver

### REQUEST BY WORKER FOR TRAINING APPROVAL & ALLOWANCES WHILE IN TRAINING (FORM #858)

- Approves training
- Used to determine timeframe compliance for requesting training (210 days for Additional)
- Used to obligate subsistence & transportation funds
- Specifically identifies Remedial Training
- Complete all items on form that are applicable
- If remedial training is part of training plan - complete ALL requested information
- Do **NOT** abbreviate name of training program or name of training facility
- Make sure dates of training are as accurate as possible
- Worker can sign & date when interest expressed but training not yet identified
  - ❖ By doing this, the worker meets 210 day training request deadline
- Signed & dated by agency representative (counselor/manager) when training approved
- If subsistence or transportation approved, ensure obligation is sufficient for duration of training--- Any special requirements should be thoroughly explained on page 2
- Must be revised/amended when any changes are approved (disperse appropriately)

### **TRADE ACT (TRA) WEEKLY BENEFIT REQUEST (858A)**

- Used to request weekly benefit payments while in training
- Must have exhausted all UI and any extensions available (only exception is Training Benefits)
  - ❖ Extensions take the place of TRA - \$ for \$
- Also used to request subsistence or transportation payments
- All items on form need to be completed
- If employed part time must report any hours and earnings
- TRA benefits will be reduced by base year pensions - pension award letters should be sent to TRA Unit
- Must be signed by worker and school representative

### **WAIVER OF TAA TRAINING REQUIREMENTS TO RECEIVE BASIC TRA BENEFITS**

- Used to protect basic TRA if training not appropriate or available
- Used to protect TRA benefits when worker unable to enroll in training within required timeframes
  - ❖ Worker must request training within 16 weeks of layoff or 8 weeks of company certification for petition #50,000 or higher
  - ❖ Worker must still request training within 210 days of layoff to receive Additional TRA
- Select appropriate waiver reason code
- Approve or deny waiver
- Worker should be made aware of Extended Benefit work search requirements
- Waiver signed by applicant and service provider/counselor
- Make sure dates meet timeliness guidelines
  - ❖ Can be completed at intake to protect TRA benefits & possibly establish HCTC eligibility
- Review and date waiver every 30 days

### **45 DAY EXTENUATING CIRCUMSTANCE EXTENSION REQUEST**

- Used to request extension of the 8/16 timeframe deadline
- Decision made by the TRA Unit staff

### **REVOCAION OF WAIVER**

- Used to revoke waiver when waiver is no longer appropriate
- New waiver can be established if needed
- Select appropriate revocation reason

### **TRA WORKSEARCH DOCUMENTATION (FORM 858B)**

- Used to document worksearch for receipt of basic TRA when NOT in Training
- Used to request weekly/biweekly payments
- Must have exhausted all UI & extensions available
  - ❖ Extensions take the place of TRA - \$ for \$

- 4 to 5 work searches each week ( EB work test--- dependant on local labor market)
- Report all hours worked & gross wages earned
- Answer ALL questions

#### **ADDITIONAL TRA DETERMINATION**

- Informs worker of additional TRA entitlement or denial
- Identifies period of additional TRA or reason for denial
- Form sent to worker & case manager
- When training stops, Additional TRA stops

#### **ALTERNATIVE TRADE ADJUSTMENT ASSISTANCE (ATAA) INDIVIDUAL APPLICATION**

- Used to request ATAA wage subsidy (Benefit payment to supplement reemployment wages)
- Trade Affected Company must be certified ATAA eligible
- Individual application required to begin wage subsidy
- New application must be submitted for any subsequent employment
- Applicant must be 50 years of age or older
- Must apply with 2 years of qualifying reemployment
- Must be reemployed within 26 weeks of qualifying separation
- Reemployment wages must not exceed \$50,000.00 annually
- Reemployment must be full time (can be multiple employers)
- Cannot return to same work from trade affected employment
- Wages supplement period lasts 2 years

#### **ATAA ENTITLEMENT (FORM #EMSX 5904-ALT)**

- Eligibility determined by TRA Unit
- Indicates eligibility/denial of ATAA wage subsidy payments
- Indicates 2 year eligibility period to receive wage subsidy payments
- Indicates Trade affected weekly wage and reemployment weekly wage.

#### **ATAA WAGE SUBSIDY REQUEST (FORM #858A)**

- Used to request weekly/bi-weekly/monthly subsidy payments
- Copy of current pay stub/receipt **MUST** be submitted monthly with request
- Include all paid holidays, vacation/sick leave hours with hours worked
- Overtime pay **DOES NOT** affect ATAA subsidy payments